



CityWide AM Training Workshops

PSD will be hosting CityWide Asset Manager (AM) training in the months leading up to our 2019 User Group Conferences. These three-hour virtual training sessions will provide users with an overview of key AM features, enabling users to get the most out of the system. The first training session will focus on training new users to get up and running with AM, whether they are new to a municipality that uses AM or they are from a department that doesn't currently use AM. The second and third training sessions will be oriented to advanced AM users, with one focusing on the asset management features of the system and the other on its TCA features (the TCA session will also serve as year-end preparation for those in finance).

Workshop Schedule

All three workshops will be repeated in March, April and May, and then the new user training will be provided on-site during our Eastern Canada User Group as another opportunity for new AM users to get trained.

The scheduled dates are as follows (all times are posted in ET):

AM New User Training

March 13th 1-4 pm, April 10th 9-12pm, May 1st 1-4pm

AM Advanced Training – Asset Management Features & Reporting

March 20th 9-12pm, April 17th 9-12pm, May 22nd 1-4pm

AM Advanced Training – TCA Features (Year-end entries) & Reporting

March 27th 9-12pm, April 24th 1-4pm, May 29th 9-12pm

AM New User Training

What you will learn:

- ✓ CityWide Administration – setting up classifications, new users, roles and permissions, databases, attributes
- ✓ Inventory and Data Management – customize inventory, searching and filtering, exporting, adding new assets, financial adjustments
- ✓ Upload Centre – using the upload centre for new acquisitions and adjustments, and asset sync
- ✓ Reporting – running financial reports like amortization and transaction reports

AM Advanced Training - Asset Management Features & Reporting

Prerequisites

- ✓ Some working knowledge of CityWide (either through taking the new user training or using the system independently)

What you will learn:

- ✓ Replacement Costs – using CityWide’s tools to update replacement cost, tips and tricks to quickly update multiple assets at once
- ✓ Condition Assessments – entering most up to date condition information, tips and tricks to quickly update multiple assets at once
- ✓ Asset Profiles – creating asset profiles for each asset class and including custom risk profiles, lifecycle events, and strategies
- ✓ Managing and scheduling profiles at the asset level
- ✓ Reporting – running asset management reports like annual requirements and replacement profile reports, and levels of service reports like condition and risk reports

AM Advanced Training - TCA Features (Year-end Entries) & Reporting

Prerequisites

- ✓ Some working knowledge of CityWide (either through taking the new user training or using the system independently)

What you will learn:

- ✓ Preparation – cleaning up and preparing your database for year-end entries
- ✓ Year-End Adjustments – completing YE adjustments including new acquisitions, full/partial disposals, additions, writedowns, transfers
- ✓ Upload Centre – tips and tricks on using the upload centre vs. manual entries
- ✓ Data Assurance and Reporting – running reports to verify and confirm data, and tips on how to update any misclassified assets or any incorrect data

Takeaways:

- ✓ Year-end Entries Checklist

Workshop Pricing

All three training workshops will include the opportunity for participants to ask direct questions of the facilitator. In order to allow for an interactive session, each workshop will be restricted to **8 clients**. Each client can select as many staff as they would like to join the virtual workshop. Please contact us if you are looking for one-on-one training or if you are unsure about which session you should be registering for. A certificate of completion will be provided to each attendee to be used towards CPD requirements.

\$495.00 per client, per training workshop

[**CLICK HERE TO REGISTER**](#)